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SECRETARY OF THE SENATE
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COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.

SUBMIT DIRECTLY TO THE **OFFICE OF PUBLIC RECORDS** IN 232 HART BUILDING

Name of Traveler: Brian Garand

Employing Office/Committee: Cassidy

Private Sponsor(s) (List all): LSCF

Travel Date(s): November 10-12, 2016

Description/Title of Attached Forms: RE-1 (final version); PSTCF (final version);

Purpose of Amendment (describe the reason for amending original submission): Post-travel submission is incomplete. Missing final version of RE-1 and PSTCF.

11/29/16
(Date)

Brian Garand
(Signature of Traveler)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

Final

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

16 OCT -5 PM 4:56

Name of Traveler: Brian Garand

Employing Office/Committee: Senator Bill Cassidy

Private Sponsor(s) (list all): Louisiana Sugar Cane Foundation, Inc.

Travel date(s): Thursday, November 10, 2016 to Saturday, November 12, 2016

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Houma, LA; Thibodaux, LA; Labadieville, LA; Chalmette, LA; New Orleans, LA

Explain how this trip is specifically connected to the traveler's official or representational duties:

I will be educated on the inner workings of the Louisiana sugar industry, an important industry for the state of Louisiana. I am a staff assistant, but I assist Senator Cassidy and his staff on agriculture related projects and policy. Louisiana groups come to the office to discuss topics that benefit or harm sugar cane policy and this tour would better help me to understand the industry they represent.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

10/5/2016
(Date)

Brian Garand
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Bill Cassidy hereby authorize Brian Garand
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

10/5/2016
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

Final

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):
Louisiana Sugar Cane Foundation, Inc.
2. Description of the trip: Fact-finding, informational tour of the Louisiana sugarcane industry
3. Dates of travel: Thursday, November 10, 2016 to Saturday, November 12, 2016
4. Place of travel: Houma, LA; Thibodaux, LA; Labadieville, LA; Chalmette, LA; New Orleans, LA
5. Name and title of Senate invitees: see attached list
6. I certify that the trip fits one of the following categories:
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR -
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND -
☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND -
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. USE ONLY IF YOU CHECKED QUESTION 6(B)

I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

- OR -

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. USE ONLY IF YOU CHECKED QUESTION 9(B)

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The Louisiana Sugar Cane Foundation is the sole sponsor and will organize and conduct the trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The mission of the Foundation is to increase public awareness of the LA sugar industry. The purpose of the trip is to give staffers an opportunity to tour the sugar industry and to gain firsthand knowledge of sugarcane research, production and processing operations, and the impact on the local economy.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This is the seventh trip that the Louisiana Sugar Cane Foundation has sponsored. The first trip was held in November, 2009.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The Foundation supports Ag in the Classroom (a program sponsored by the Louisiana Farm Bureau),

the Ag Leadership program sponsored by the LSU AgCenter, and other scholarships to Louisiana

state universities.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$613.00	\$245.00	\$158.75	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves events that are arranged and organized specifically with regard to

congressional participation.

18. Reason for selecting the location of the event or trip

To provide first-hand knowledge and experience of the inner working of the Louisiana sugar industry.

19. Name and location of hotel or other lodging facility:

Hampton Inn, Thibodaux, LA

Astor Crown Plaza, New Orleans, LA

20. Reason(s) for selecting hotel or other lodging facility:

1. Located on the tour route and in the Bayou Lafourche sugar region.

2. On route and close proximity to the site where sugarcane was first grown by the Jesuit priests

on Baronne St.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The daily expenses will be under the Federal Government per diem rates for lodging and meals.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Coach class airfare on American airlines and a 28-passenger mini-coach for local travel.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:

Kenneth Gravois

Name and Title: Kenneth Gravois, President

Name of Organization: Louisiana Sugar Cane Foundation, Inc.

Address: P. O. Box 874, Thibodaux, LA 70302-0874

Telephone Number: 225-281-9472

Fax Number: _____

E-mail Address: lscf@bellsouth.net